



**Handout 3: FCRB Program Status Report  
State Board Meeting – December 9, 2022**

**Number of Reviews Conducted**

	Number of Youth Reviewed *	Number of Review Slots
<b>FY 2018</b>	2,055	1,364
<b>FY 2019</b>	1,876	1,243
<b>FY 2020</b>	1,867	1,289
<b>FY 2021</b>	1,566	1,093
<b>FY 2022</b>	1,652	1,191
<b>FY2023, Q1**</b>	410 (392 unique)	278

(\*) Not a unique number of children as some children have more than one review in a year.

(\*\*) CAMS provides the ability to see how many unique children had reviews in a given time period.

While some areas have seen a decrease in the number of children reviewed, the addition of Polk in FY22 accounts for some of the increase seen in the number of reviews and number of children reviewed compared to FY21.

All prior reporting requirements have been discontinued through the DIA-DHS memorandum of understanding.

**Updates on FY23 Program Priorities**

These are the priority project areas for this current fiscal year. Updates will be provided at each meeting.

1. Implementation of CAMS: FCRB Case Management

- The new system provides a line of sight to the FCRB case management that was not previously available. Staff continue to work hard on learning the system and adapting their work processes.
- A staggered approach will be taken to bring facilitators and volunteers into the system. Tentatively planning for virtual training / demonstrations in December so they can start using the system for reviews in January 2023.

2. Hybrid Foster Care Review Model

- Steffani Simbric secured funding through the Drug Control Policy Grant in the amount of \$10,570.40. This funding was used to purchase a hotspot, laptop, camera and speakers for eight facilitators that will be used by 13 boards.
- At this time, all local review boards have the capability to host virtual participation by local board members and interested parties, as needed.

3. Update CAB Admin Rules (Chapter 3)

- It is anticipated that the updated administrative rules will go into effect on December 21, 2022 which will complete this project.

4. Review and updates to Pre-Service Training Curriculum

- Given the legislative updates, procedural changes, and the use of the web-based data system, aspects of the pre-service curriculum need to be revised.
- The FCRB program committee (5 staff plus Program Manager) are working on this project which will be the focus in the latter half of FY23.

5. Collaborate with HHS on data and outcome reporting

As noted earlier, the other reporting requirements have been discontinued in the DIA-HHS MOU. Timely distribution of FCRB reports and Interested Party participation are no longer required.

- Simbric and Hoefer met with HHS personnel: Janee Harvey, Lori Lipscomb and Susan Godwin on November 28, 2022 to discuss how to move forward with identifying outcomes that can be captured through the citizen review process.
- The current local board findings are based on the federal requirements of the Children and Family Services Review (CFSR); however, with all the changes in child welfare practices in Iowa, this may be an opportunity for local reviews to focus on specific initiatives that Iowa HHS is implementing and collect data that provides more useful information and value to assessing the outcomes for children and families.
- Updates will continue to be provided regarding future meetings and decisions.

6. Review and update the FCRB Program Policy manual

- See summary of changes on the following pages.
- Language in red font indicates a clarification or addition to the policy that will need to be approved by the board.

## FCRB Program Policy Manual - Summary of Changes and Updates December 2022

Section 1. Program Oversight	
Page 4	<p>Removed:</p> <p>1.D. New Staff Orientation</p> <p>1.E. Staff Professional Development</p> <p>These policies are ones that apply to all ICAB employees and therefore, will be implemented outside of the FCRB program manual.</p>
Section 2. Ethical Conduct	
Page 5	<p>2.D. Confidentiality (amended)</p> <ul style="list-style-type: none"> <li>Staff, contract facilitators, and board members must adhere to Iowa Code 237.21 and protect the confidential information provided for foster care review board meetings and the information shared during reviews.</li> <li>Pursuant to 237.21, there will be no audio or video recordings of foster care review board meetings as local boards are not subject to chapter 21, Open Meetings. Therefore, all foster care reviews board meetings are closed sessions, not open to the public. ICAB has a duty and responsibility to protect the confidentiality of children receiving foster care and the child's family.</li> </ul>
Section 3. Public Communication and Relations	
Page 6	<p>3.D. Social Media Policy (policy statement added to manual so there is reference to the social media policy resource document in the manual).</p> <ul style="list-style-type: none"> <li>ICAB staff, contract facilitators, and local board members are responsible for adhering to the social media policy which sets parameters for acceptable use.</li> </ul>
Section 4. Promoting Cultural Competence	
Page 7	<p>4.C. Recruitment for Diversity (amended) to add language from the 2022 Iowa Code changes.</p> <ul style="list-style-type: none"> <li>Pursuant to Iowa Code §237.19, subsection 2, the members of each local board shall, to the extent possible, reflect the various racial and ethnic groups and various occupations of their district.</li> </ul>

Section 5. FCRB Member Recruitment, Selection, Training and Retention							
Page 8	<p>5.C. Screening Process (amended)</p> <ul style="list-style-type: none"> <li>Added clarifying language that addresses procedural steps of how to screen applicants who take a leave of absence or exit the program and return later.</li> </ul>						
Page 8	<p>5.D. Selection of Local Board Members (amended)</p> <ul style="list-style-type: none"> <li>Updated membership of a local board to align with 2022 Iowa Code changes for a minimum of five members and a maximum of seven members. <b>A quorum is defined as the majority of local review board members (including sworn in members from other boards) who must be present (in-person or virtually) before cases can be reviewed and recommendations formulated.</b></li> </ul> <table border="1"> <thead> <tr> <th>Membership</th><th>Members Needed for Quorum</th></tr> </thead> <tbody> <tr> <td>Minimum 5 member Less than 5 members</td><td>3</td></tr> <tr> <td>6 of 7 member boards</td><td>4</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>A request for an exception regarding quorum for 6 and 7 member boards can be made to the Deputy Program Administrator who will assess the situation and make a determination.</li> </ul> </li> </ul>	Membership	Members Needed for Quorum	Minimum 5 member Less than 5 members	3	6 of 7 member boards	4
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Minimum 5 member Less than 5 members	3						
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Page 9	<p>5.F. Swearing-In Ceremony (amended)</p> <p>Added clarification that all onboarding requirements of an applicant must be completed prior to the swearing-in ceremony.</p> <ul style="list-style-type: none"> <li>A local judge or designee administers an Oath of Confidentiality with all individuals who have successfully completed the onboarding process <b>which includes: formal application, three references on file, completed interview, all pre-service training requirements documented in the data system and all background checks cleared and entered in the data system.</b> The Oath of Confidentiality signifies the individual becoming a local board member and must be executed before the start of the volunteer's term.</li> </ul>						

Page 9	<p>5.H. Dismissal of a FCRB Member (amended)</p> <p>The grounds for removal and procedure for dismissal of a local board member have been updated. Two grounds were removed: not attending two consecutive board meetings and failure to complete six hours of continuing education. Those issues will be managed through volunteer supervision.</p> <p><b>Policy:</b> Local board members are dismissed from the FCRB program when the member meets the grounds for removal.</p> <p><b>Definition</b></p> <p>1) Grounds for removal include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>a) Releasing confidential information pursuant to Iowa Code sections 600.16, 217.30, 235A.15, 237.21, chapters 21 and 22 and other statutory provisions requiring confidentiality.</li> <li>b) Any action or behavior that is inconsistent with the purpose and objectives of Iowa Code sections 237.15 to 237.22, Iowa Administrative Code Chapter 489, or the policies of the FCRB program.</li> <li>c) Failure to notify the ICAB office of any criminal charges filed against them and/or involvement of a pending investigation.</li> <li>d) Refusal to sign and consent to background checks as requested.</li> <li>e) Failure to successfully pass background checks as outlined in 5.C. Screening Process in the FCRB Program Staff Policy and Procedure manual.</li> </ul>
<b>Section 6. Board Safety (renamed)</b>	
Page 10	<p>This section was previously titled, <i>Safeguarding Staff and Board Members</i>. Amendments to this section include:</p> <ul style="list-style-type: none"> <li>• Removal of 6.A. Weapons policy (outdated and not something ICAB can enforce).</li> <li>• Stand alone policy for Board Safety which provides procedural steps for how to manage conflicts that may arise at a local board meeting.</li> </ul>
<b>Section 7. FCRB Review Process</b>	
Page 11	<p>7.C. Conduct of the Review (amended)</p> <p>Minor language changes made to reflect 2022 Iowa Code changes.</p>
Page 12	<p><b>7.E. FCRB Meeting Cancellation (amended)</b></p> <ul style="list-style-type: none"> <li>• FCRB staff shall assess the need to cancel reviews on a case-by-case basis and follow procedural guidelines when making</li> </ul>

	cancellation decisions. Local offices shall consider a virtual meeting as an alternative to ensure cases are reviewed timely.
<b>Section 8. Records</b>	
Page 13	<p>8.F. Retention of Records (amended)</p> <p>Added to policy: All other copies of case file materials, electronically stored outside of the ICAB data system, will be deleted after each foster care review.</p> <ul style="list-style-type: none"><li>• Updated procedural steps for how to manage digitally stored documents using ICAB's data system.</li></ul>